

RISK MATTERS

PROPERTY AND VEHICLE INSURANCE UPDATES For State Agencies Covered Under The *Arkansas Multi-Agency Insurance Trust Fund*

May 23, 2005



**Risk Management Division
Arkansas Insurance Dept.**
1200 W. Third Street
Little Rock, Arkansas 72201-1904
Phone: 501-371-2690
FAX: 501-371-2842

Email: Insurance.
risk.management@arkansas.gov

Web Site: www.arkansas.gov/insurance/

RISK MANAGEMENT STAFF

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Risk Specialist**

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Risk Specialist**

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Risk Specialist**

**Audrey Carroll
Administrative Assistant**

**Tomika Clark
Administrative Assistant**

July 1, 2005 Renewal Premium

Invoices for property and vehicle coverage renewals are enclosed.

All renewal premium is due July 1, 2005.

Enclosed With This Update (If Applicable To Your Agency)

1. Invoices for the July 1, 2005 renewal premiums due.
2. Property Supplemental Policy Declarations and Schedule.
3. Statement of values for property, inland marine and other coverage.
4. Inland Marine, Address and Location Schedules.
5. Schedule of insured vehicles.
6. Vehicle Insurance Identification Cards.
7. Change request form for vehicle coverage.

Review of Values Insured

Please review all statement of values and schedules and advise *immediately* if any changes, including corrections to your email address, are needed. Any new acquisition, construction or location changes must be reported to ensure property coverage. In addition, a review of all contents coverage amounts is the responsibility of your agency.

Fine Arts Collections

Coverage for fine arts collections of others will be provided only if Risk Management receives notification of the collection 60 days prior to the requested effective date of coverage. Transit coverage will be provided only for collections moved by a professional moving company that specializes in and is equipped to handle works of art.

Use of Personal Vehicles

The State does not provide insurance coverage for personal autos. Employees who use personal vehicles on state business should contact their insurance agent to confirm if "business use" coverage is required.

Vehicle Safety Program

Participation is mandatory. Failure to adhere to this program may result in significantly higher premiums. Each agency must verify with DFA Driver Services that records are being entered properly and that drivers are being monitored. See Risk Manage-

Report All Property and Vehicle Claims Immediately To:

Ramsey, Krug, Farrell & Lensing
Mon. Thru Friday 8:00AM To 4:00PM Claims Reporting 501-614-1110 or 501-614-1145
24-Hour Claims Reporting 501-664-9252

**PROMPT REPORTING IS A POLICY COVERAGE REQUIREMENT THAT
ALSO SERVES TO REDUCE COST AND EXTENT OF LOSS.**

Claims That Are Not Reported In A Timely Manner May Be Denied.
When Emergency Repairs Are Necessary, Please Retain All Damaged Or Replaced
Equipment For Inspection By The Claims Adjuster.

DO YOUR PART IN PREVENTING CLAIMS